



Northern Dimension
Partnership in Public Health
and Social Well-being
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Reference	Annex 1 to the minutes of the 24 th Meeting of the NDPHS Committee of Senior Representatives
Title	Terms of Reference and Timeline for the NDPHS <i>ad hoc</i> Working Group on Expert Groups' Terms of Reference (EGTOR 2015)
Submitted by	Secretariat

Proposed Terms of Reference and Timeline for the NDPHS *ad hoc* Working Group on Expert Groups' Terms of Reference (EGTOR 2015)

Adopted by the CSR on 15-16 April 2015

1. Background

In spring 2015, the NDPHS adopted its Strategy 2020 accompanied by an Action Plan. Altogether, six objectives have been approved covering the following areas:

- (i) Reduced impact of HIV, TB and associated infections among key populations at risk;
- (ii) Contained antimicrobial resistance;
- (iii) Reduced impact of non-communicable diseases;
- (iv) Reduced social and health harm from alcohol, tobacco and illicit use of drugs;
- (v) Adequately addressed health needs related to chronic conditions and demographic changes;
- (vi) Strengthening occupational safety and health and well-being at work.

The entire NDPHS shall strive to achieve the six objectives, including through exploring new methods of work. **The NDPHS expert-level structures will bear the main responsibility for ensuring the Partnership's progress in this work. It is vital that they would be promptly established and set in motion. Moreover, their number, type and focus need to be carefully planned so that they would be able to meet the respective requirements and deliver the required results in effective and efficient manner, and within the set deadlines.** All these aspects need to be taken into consideration when the Terms of Reference is being developed for each new or reformed expert-level structure.

Having recognized the above, the CSR has decided to set up an *ad hoc* Working Group on NDPHS Expert Groups' Terms of Reference (EGTOR 2015).

2. Scope

The overall task of the EGTOR 2015 is to draft generic Terms of Reference for new/restructured expert-level structures.

The drafted Terms of Reference shall take into account the available and pledged human and financial resources. They will also properly reflect the fact that the NDPHS is the Health Policy Area Coordinator in the EU Strategy for the Baltic Sea Region.

The work of the EGTOR 2015 shall consider the recommendations of the NDPHS evaluation conducted in 2013, the respective decisions and requests by the CSR 24 meeting, and the outcome of the PAC 10 considerations. Draft Terms of Reference shall also take into account the ToRs of the currently operating NDPHS Expert and Task Groups.

3. Composition

The EGTOR 2015 will be composed of:

- *CSR members representing the Chair and Co-Chair country;*
- *CSR members representing NDPHS Partner Countries that have pledged resources for leading the future NDPHS expert-level structures (those that wish to join in);*
- *Representatives from other NDPHS Partners that wish to join in.*

The current NDPHS expert-level structures will be consulted on the draft generic ToR.

The group will elect its Chair.

The NDPHS Secretariat will take part in the meetings and provide technical and administrative support to the EGTOR 2015 Chairperson.

4. Output

The following output will be delivered by the EGTOR 2015 according to the timeframe specified further below:

- Proposed generic ToR model, which will be used for new expert-level structures.

5. Timeframe

The mandate of the EGTOR is valid from date of adoption of this present ToR until the generic model Terms of Reference of the new/reformed NDPHS expert-level structures are adopted.

1. Establishment of the EGTOR 2015

15-16 April	Decision on the prolongation of the Terms of Reference of the current NDPHS expert-level structures; establishment of an NDPHS <i>ad hoc</i> Working Group on Expert Groups' Terms of Reference (EGTOR 2015); adoption of the Terms of Reference (ToR) for it; nomination of members.
Until 4 May	Confirmation of the nomination of the EGTOR 2015 members. Submission of inputs to the EGTOR 2015 work by NDPHS Partners, including their preferences and suggestions.

2. First draft and first round of comments

May	By working through emails and other means of communication, the EGTOR 2015 prepares a general Expert Group ToR model, submits it to the current NDPHS expert-level structures for
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comments and subsequently revises it following the received comments.

May – 18 June By working through emails and other means of communication and, if necessary, convening a meeting, the EGTOR 2015 prepares the revised draft generic Expert Group ToR model and disseminates it to the CSR members for comments.

19 June – 19 August The CSR members submit their comments on the proposed draft generic Expert Group ToR to the EGTOR 2015.

20 – 31 August EGTOR 2015 revises the generic Expert Group ToR following the received comments.

3. Revised draft and second round of comments

1 September EGTOR 2015 disseminates the revised draft generic Expert Group ToR to the CSR members for the second round of comments.

10 September The CSR members submit their comments on the revised draft generic Expert Group ToR to the EGTOR.

4. Finalisation and adoption of the generic Expert Group ToR

Mid-September EGTOR 2015 finalises and submits the final generic Expert Group ToR to the CSR 25 meeting for adoption.

October 2015 The CSR establishes new expert-level structures, adopts the generic Terms of Reference and decides on the process of development of the Terms of Reference for each individual Expert Group.

6. Financial aspects

All expenses incurred by the representatives to attend a possible EGTOR 2015 meeting will be covered by their respective countries and organisations.

Costs for holding the meeting will be borne by the host country/organisation unless otherwise agreed.

7. Decision making and reporting

The EGTOR 2015 is answerable to the CSR.

Decisions within the EGTOR 2015 will be reached by consensus.

Only appointed representatives to the EGTOR 2015 take part in decision-making.

8. Amendments to the Terms of Reference

These Terms of Reference can be amended by the CSR, when deemed necessary.